

METROPOLITAN LOCAL HUMAN RIGHTS

Virginia Home for Boys and Girls
8716 W. Broad St.
Richmond, VA 23294

QUARTERLY MEETING JANUARY 11th, 2011 @ 1PM

MINUTES

1). Call to Order:

- Mr. Curseen called the meeting to order at 1: 28PM

2). Introductions:

LHRC MEMBERS PRESENT

- Dawn Wadiak, Chair
- George Miller, Vice Chairperson
- Edward Gerhard
- Barry Vasser

LHRC MEMBERS ABSENT

- Jennifer Huffman

OTHERS PRESENT

- Michael Curseen, Region IV Human Rights Manager

AFFILIATES PRESENT:

- A Fresh Approach: Tonya Morgan
- Achieving Family Services, Inc.: Tonya Hall, Kenneth Payne
- All Family Matters, Inc: Katie Garnett
- Brookfield: Tim Reading
- Commonwealth Clinical and Consulting Services: Troy Thorne, ()
- District 19 CSB: Jocelyn Hamilton
- Families In Care Intervention Services: Leona Baylor
- Family AriZen: Byron Porcher
- Jackson-Field: Deborah Mehl
- M.I.N.K.S.: Angela Brown
- Omega II Therapeutic After School, Inc.: ()
- Restoring Youth Alternatives: Candie's N. Allen
- Virginia Home for Boys & Girls: Karen Rice
- Wise Enterprises, Gwen Andrews, Director
- Youth Builders, LLC, Reginald Goodwyn

AFFILIATES ABSENT

- First Home Care

- J & G Residential

GUESTS:

- Muhammad Alamin, Director – Committed Counseling Program (Intensive In-home)
- Tiffany Ward-Hairston, Director - Stepping Stones Towards the Future, LLC (Intensive In-home)
- Robin Metcalf, Director – The Choice Group (Mental Health Community Support Services)

3). Approval of the October 12, 2010 Minutes: The Committee voted to approve the minutes of October 12, 2010.

4). Public Comment: None

5). Treasurer's Report: Tonya Morgan Reported:

- Accept Verbal Report of Treasurer Account
- Account Established 03/26/10
- Balance on Hand as of December 31, 2010: = 1,943.19
- Withdrawals: = \$254.24
- Total Deposits:
 - Family AriZen: \$300.00
 - Wise Enterprise: \$75.00
 - Commonwealth Clinical Consulting Services: \$300.00
- Fees for the New Year are due by February 1st, 2011. All dues are to be submitted to Tonya Morgan at 16201 Beach Road Chesterfield VA, 23838. Contact: (804) 339-5530
- New Providers who were approved today will have to pay a pro-rated rate of 75% of \$300.00 @ a rate of \$225.00

6). Old Business:

- **LHRC Follow-up RE: Submission of Human Rights Competency-Based Training**
 - Family In Care: Mr. Curseen reported that he may have misplaced the information requested and asked that the Competency Based Human Rights Training Information be re-submitted.
 - Family AriZen: Submitted Competency Based Training Information during meeting.
 - J & G House of Beginnings, LLC: Absent – Has not submitted Competency Based Training Information.
 - CCCS: Submitted Competency Based Training Information.
 - District 19 CSB - Submitted Competency Based Training Information.
- **LHRC Follow-up RE: Submission of Corrections to Human Rights Policies and Procedures**
 - Families In Care Intervention Services – LHRC will review requested correction at the April 12, 2011 LHRC meeting
 - J & G House of Beginnings, LLC - LHRC will review requested correction at the April 12, 2011 LHRC meeting
 - First Home Care - LHRC will review requested correction at the April 12, 2011 LHRC meeting

- **LHRC Follow-up RE: Human Rights Policy & Procedure Reviews**
The LHRC requested that the following providers submit a hard copy of their organizations' human rights policies and procedures to Mr. Curseen's office not later than January 28, 2011
 1. Achieving Family Services, Inc.
 2. Jackson-Field
 3. Family AriZen
 4. Commonwealth Clinical and Consulting Services
- Mr. Curseen reported clarification of affiliation agreement which indicates that providers are required to submit any information requested by the MLHRC within the requested timeframe. Providers failing to comply with the MLHRC for information may be subject to suspension/or termination which will place the provider out of compliance with the Office of Licensing. If a provider is suspended, the Office of Licensing of the DBHDS will be notified.

7). New Business:

- 1). **Affiliation Request: Committed Counseling Program**
Intensive In-Home Services
CEO: Justin Mans
 - Program: Intensive In-Home
 - Servicing Males/Females ages 5-21
 - All staff will undergo a credit history and must have appropriate experience and credentials
 - Funding Source: Medicaid
 - All Assessor's must be LMHP
 - Purpose of program is to work with youth who have been identified as risk of out of home placement and who are at high risk
 - Restraint Policy: Crisis Wave
 - Case load per counselor: 4:1
 - **The MLHRC approved the request for affiliation for this provider. The Committee also requested that Committed Counseling Program submit evidence of competency-based human rights training to Mr. Curseen no later than January 28, 2011**
- 2). **Affiliation Request: Stepping Stones Towards the Future**
 - Program:
 - Ages Served: 4-18 Males/Females
 - Services: Social Skills Training, Hygiene, Functional Academics, Communication Skills, Activities of Daily Living, Positive Reinforcement, Safety Skills Training, etc.
 - Staff on call 24hrs
 - Trainings: Human Rights, TOVA, 1st Aid, BIRP
 - Staff must at least have a Bachelor's Degree plus one year of clinical experience

- Exclusionary Criteria: IQ; Moved to another level of Tx; Refuses to engage
 - **The MLHRC approved the request for affiliation for this provider. The Committee also requested that Stepping Stones Towards the Future submit evidence of competency-based human rights training to Mr. Curseen no later than January 28, 2011**

3). Affiliation Request: The Choice Group
 Founded in 1998-Servicing 1,000 people
 MH Community Support & Substance Abuse

- Program:
 - Ages Served: 16yrs and older both Males/Females
 - Funding Source: Medicaid (under MH Support Services)
 - Exclusionary Criteria: changed to 18yrs of age
 - No restraint or seclusion will be used
 - Behavior support will be provided

The MLHRC approved the request for affiliation for this provider. The Committee also requested that The Choice Group submit evidence of competency-based human rights training to Mr. Curseen no later than January 28, 2011

4). Affiliation Request Program Expansion: Wise Enterprise
 Hopewell VA
 Therapeutic In-School Day Treatment Services

- Clinician has a contact with Hopewell School System once approved services will begin to be provided
- Services Provided: Classroom Monitoring, Social Skills, Case Management
- Program Overseen by a BSW as Sight Supervisor

The MLHRC approved the request for affiliation for this provider.

5). Discussion of Quarterly Reporting Forms and Requirements:

- Mr. Curseen discussed the human rights activities reporting forms and requirements with the newly affiliated providers and will email copies of the forms to providers who were approved.

6). Discussion of Affiliation Agreement and Fees:

- Mr. Curseen advised the new providers of fees being pro-rated once affiliation is granted. Formal affiliation will be in April.

7). Human Rights Activities Reports:

- A Fresh Approach Youth Services: Peer on peer altercation due to inappropriate behavior. Human Rights Report Filed and Faxed. Section #3 - 1 termination of Supervisor; 3 residential counselors hired.
- Achieving Family Services: No Reports
- All Family Matters: No Reports for Section 1 & 2; Section (3) 3 discharged and 7 new clients.
- Brookfield: No Reports
- Commonwealth Clinical and Consulting Services: Scheduled walk through on January 25th 2011. Planned date of opening February 1st.

- District 19 CSB: 1 & 2 No Reports; Section #3 Program Changes HR Plans Revised. July Program Expansion
- Families In Care Intervention Services: No Operations
- Family AriZen: Not yet open; will e-mail report
- First Home Care: **Absent - No Reports**
- J & G House of Beginnings, LLC: **Absent - No Reports**
- Jackson-Field: Restraint held and resident was injured; No Abuse, Neglect or Exploration; Physical Abuse by resident against staff; report received by CPS; Hired 1 Licensed Eligible Clinician; Resident Legal Guardian made complaint on several areas due to noted that a chemical restraint were not employed.
 - Mr. Curseen recommended that the MLHRC approve a motion for follow up from Jackson Field addressing complaints regarding chemical restraints used on a resident.
- M.I.N.K.S. Youth & Family Services: No Reports for Section 1 & 2; Section 3 HR Training Provided to staff
- Omega II Therapeutic After school, Inc.: No Reports for Sections 1 & 2; Section 3 New PD Hired
- Restoring Youth Alternatives LLC: No Reports for section 1 & 2; Section 3 - 1 termination.
- Virginia Home for Boys and Girls Intensive In-Home: Nothing to report
- Youth Builders, LLC: Nothing to report

8). Human Rights Update:

- Mr. Curseen gave report from VA Choice Protocol (A Protocol for Offering and Resolving Issues Regarding Choice in Virginia's Intellectual Disability & Day Support Home and Community Based Waivers. Providers were requested to review changes made and if there's any questions please submit to C. Lee Price Director, Office of Developmental Services 1220 Bank Street P.O. Box 1797 Richmond VA, 23218-1797 (804) 786-5850
- Mr. Curseen reported that the State Human Rights Committee has made changes in having standardized by-laws. Effective changes by June 1st. Cooperative Agreement replaces affiliation agreement and will be emailed to providers by Mr. Curseen.
- Mr. Curseen requested that providers diligently seek persons to serve as LHRC members. Submit contact information for all interested individuals to Mr. Curseen. Mr. Curseen's contact information: Michael.curseen@dbhds.virginia.gov; (804) 524-7245 – office or (804) 524-4734 – fax. The mailing address will remain the same.

9). Secretary's Report:

- Number of Members Present: 15 of 17
 - Number of Reports Received: 15 of 17
 - Number of Reports Not Received: 2
- The Committee approved a motion to suspend the affiliation of First Home Care due to the providers' failure to attend the Quarterly LHRC Meeting of January 11, 2011 or send a designee and for failure to give proper advance notice to the Committee.

10). Executive Summary:

- All information requested to be submitted to Mr. Curseen Contact:
michael.curseen@dbhds.virginia.gov; (804) 524-7245 – office or (804) 524-4734 – fax. The mailing address will remain the same.
- Next Meeting Scheduled: **April 12th, 2010 @ 1:00PM**; 2nd Tuesday in April

11). No additional questions or comments were raised. Meeting adjourned at 3:15PM by Dawn Wadiak, Chair

Note: The Committee wishes to thank the Virginia Home for Boys and Girls for agreeing to host the Quarterly MLHRC meetings at their facility.